

USCIS STEM OPT Extension Application Checklist

The links to all documents and forms are listed on the ISSO website.

- ___ 1. Original **Form G-1145** to allow USCIS to notify you when they accept your application (not a copy)

- ___ 2. Original **Form I-765**, signed in dark blue or black ink only (not a copy). Must include all pages of I-765, even if pages are blank.

- ___ 3. **\$410 USCIS fee**. Pay with personal check from a U.S. checking account, cashier's check from a bank, or money order, payable to the "U.S. Department of Homeland Security." Write "USCIS I-765" in the memo line (use our **sample personal check** as a guide). We do not recommend using the Credit Card form G-1450 due to reported issues.

- ___ 4. A signed and dated copy of your **STEM OPT Extension I-20** and copies of **all previously-issued I-20s** (no originals). If you do not have all your I-20s and are unable to obtain copies from the school that issued them, attach a brief explanation of your F-1 status history. See a **sample letter** on the ISSO website.

- ___ 5. Copy of **Passport Identification page** (valid 6 months into the future)

- ___ 6. Copy of **F-1 entry visa** (Canadians are exempt). If you changed your status to F-1 in the U.S. and don't have a visa, include your Change of Status approval notice.

- ___ 7. Copy of your most recent **I-94 arrival record** (click "Get Most Recent I-94" at i94.cbp.dhs.gov/)

- ___ 8. **Two U.S. passport style photos** using standards from the **Department of State website** and be aware that [1] photos cannot be more than 30 days old when you send the application and [2] you should write your name on the back of each photo in pencil. [3] You can take your photos at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

- ___ 9. Photocopy of both sides of your **current OPT EAD** card and any previously issued **EAD card(s)**

- ___ 10. Digital/electronic or paper **diploma** (a copy of either is acceptable) which shows your degree and the date it was awarded. You must include your transcript with it as evidence of having completed a STEM degree on the government list.

- ___ 11. E-transcript or paper **transcript** (a copy of either is acceptable) of your degree program of study in a designated STEM field
